

BEARSTED PARISH COUNCIL

Minutes of the **Communications and Community Committee** meeting of Bearsted Parish Council held at KGV Memorial Hall, Manor Rise, Bearsted on **Wednesday 9th August, 2017** at 7.30pm

Present: Cllr Dan Connor (Chair)
Mrs Barbara Dunford
Cllr Fiona Redman
Cllr Tony Ryan

Also in attendance were the Clerk Sarah Lewis and the Assistant Clerk Erin Sugden. There were no members of the public present.

REPORTS FROM MEMBERS OF THE PUBLIC

There were no reports.

- 1. Apologies and absence**
Apologies were received and accepted from Cllr J Askin (health matters) and Cllr P Young (family commitments).
- 2. Declaration of Interests, Dispensations, Predetermination or Lobbying**
There were no such declarations.
- 3. Minutes of the last Communications & Community Committee meeting:**
The minutes of the previous meeting dated Wednesday 28th June, 2017 were agreed as a true record and duly signed.
- 4. To Consider any issues arising from the last minutes.**
There were no issues.

5. Events

Market on The Green:

Correspondence: The committee discussed the recent resignation of the Market Manager and the subsequent request for the log in details for the social media platforms for the market. Cllr Conner will send an email to the former Manager to highlight the need for these details.

ACTION: CLLR D CONNER

The relaunch of the Market remains scheduled for 23rd September 2017 and the committee discussed the tasks that need to be addressed leading up to the relaunch. Discussions led to the consideration of recruitment of a new manager who could deal with the advertising, recruitment of stall holders, licence verification, management of stall holders and attendance at the market between the hours of 8am – 3pm. Although the admin team are happy to support the event, there remains a large volume of essential Council work presently, and the Fireworks event will be generating a large proportion of work, therefore the committee considered that it would be prudent to employ a temporary administrator for the event. Cllr Redman will gauge interest.

ACTION: CLLR F REDMAN

Location of football on the Green: The committee was advised that Bearsted Football Club only hold Junior matches on The Green and that these are held on Saturday mornings. The football club are extremely interested in a free stall at the market for promotional activities and information.

Advertising: This had been discussed previously.

Update on the development of the new stall holder criteria: This was in hand with the Market Manager before her resignation. The item will be deferred to be tasked to the temporary administrator once in place.

Update on Market for morning of Music on the Green event: 3 stallholders are interested and will attend during the hours of 10am – 2pm. It was unanimously agreed that there will be no charge for these stallholders. Barbara Dunford will manage the stalls.

Update on use of the toilets at the Cricket Pavilion: Cllr Young will contact the cricket club to enquire about availability of the toilets for use by stallholders only.

Fireworks Event 2017:

Preparations for event and timescale: A discussion took place regarding essential admin tasks and plans. The committee will revisit last year's event plan to inform the current plan. It was agreed that the element of evacuation, safety and terrorism threats needs expanding. Barbara Dunford and the Assistant Clerk will review the checking in system to be used at the Music on The Green event for possible replication. Ticket sales will go ahead in September and it was unanimously agreed that prices will be £30 per family (consisting of 1 adult/3 children or 2 adults/2 children), £8 per adult, £5 per child and under 4's free. The charges will incorporate any online booking fees.

ACTION: B DUNFORD/ADMIN

The local Scout Group will be contacted to see if they would like attend as per previous years and provide a food stall in conjunction with other food outlets. The committee want to ensure that food hygiene standards are continued to be kept high and as such, the Clerk will highlight this to the scout group leaders.

ACTION: CLERK

A charge for additional food outlets was discussed and it was unanimously agreed to charge £100 per outlet with a maximum of 2/3 outlets in total.

Security: Quotes are to be obtained for security provision. It was agreed to take advice from any interested firms into numbers of Security Guards/Marshalls. The security companies will be instructed that there should be a presence from 5.30pm – 8:30pm. Gates open to the public at 6pm and fireworks finish at 7.30pm. Last entries to the event will be at 7.15pm.

The committee agreed that the Rotary Club who have historically helped with stewarding will not be required this year. The Clerk will write thanking them for their previous help and commitment.

ACTION: CLERK

Decision on music choices: There was a public vote on Facebook and the result showed favour for the Disney themed music.

ACTION: ADMIN

Event for Older Generation update: The plans are in hand and on-going. An agreed date has been set for 28th October, 2017.

Christmas Fair:

Update and budget/timeline details: The budget was discussed. It currently sits at £8k with an anticipated income of £6k. The Events Management company are advising that costs are likely to be £9,800.00 with an anticipated income of £7k. The committee discussed the possibility of an overspend and highlighted the fact that the Sports Day event did not go ahead and had a £2k budget and other unplanned events had been budgeted at £3k.

Advertising for the Christmas Fair will be via the Admin Team on the Council's social media platforms. The times for the event will be 2pm-8pm. The committee were informed that there have been 50 stallholder applications and a formal booking form is being drawn up for circulation. The council consider that maximum numbers of 100 stalls should be made up of 75 gift/craft stalls and the remainder to be food outlets.

A logo for the event was reviewed, and will be further discussed when alternatives have been sourced.

ACTION: CLLR D CONNER

Cllr Redman and Ms Dunford will continue to progress preparations.

6. Community Matters

- a) **Play Scheme 2017:** Evaluation and suggestion for improvement. The committee were informed that the feedback to date for the event is good with particular to the new venue. Ticket sales were excellent with only 7 tickets unsold. The committee wish to thank everybody who helped to make the event a success and the admin team will send letters of thanks out accordingly. An evaluation meeting will be arranged by the Admin team to guide the future Play Schemes.

ACTION: ADMIN

- b) **Newsletter Update:** The newsletter will be completed within the next week.

ACTION: B DUNFORD / CLLR T RYAN

- c) **Website Update:** An update was given by the Clerk regarding essential documents that are now displayed. The Admin Team will be reviewing the settings and content and updating once workload allows.

- d) **Premises Licence for the Green: Update** The Committee were updated on the application for listing the committee as the designated premises supervisor and the form will be handed to the Clerk for signature before sending. The Committee are keen to source information on adopting a policy for the Hire of the Green and the admin team will research available policies to adopt.

ACTION: ADMIN

- e) **Market Trading Licence update:** This item in ongoing.

- f) **John Lawson's Circus 2018:** Recommendations for a deposit were discussed and it was unanimously agreed to charge a £500 refundable deposit.

8. To agree the committee's Terms of Reference:

The Terms of Reference were unanimously agreed.

9. Downs Mail page

The committee wish to continue to highlight forthcoming events.

10. Social Media Update

An update was received and noted. The Admin Team will be maintaining the social media and website platforms going forward.

11. Matters for Information

The Chair of the Committee is keen to co-opt other members to the committee to lessen the increasing workload with current members.

12. Future Agenda Items:

There were no suggestions.

13. Next Meeting

The date of the next Communications and Community Committee meeting will be held on 27th September, 2017 at the King George V Memorial Hall at 7.30pm.

There being no further business to transact, the meeting ended at 9.59pm

Signed..... Date.....